

## EPA EMPLOYEE SIGN-IN/OUT SHEET

**Incident Name:** \_\_\_\_\_ **Gold King Mine-Region 6** \_\_\_\_\_

**Operational Period (Date/Time):** \_\_\_\_\_

**ICP or Field Supervisor's Signature:** \_\_\_\_\_

**Printed name of ICP or Field Supervisor:** \_\_\_\_\_

Employee Name (PRINT)	ICP OR FIELD POSITION	Sign In Time	Sign Out Time	Total Hours Worked


**This document does not circumvent the official payroll tracking system which is People Plus.**

**This document is to ensure EPA personnel assigned to the ICP or a specific Section, Branch, Group, Division, Unit, Strike Team or Task Force, are accounted for and to assist their regional managers in documenting time in the field and/or the REOC.**

**This completed document must be submitted to the Finance Section Chief (or designated Unit Leader) at the end of the current operational period. Submission of this document is the responsibility of the IAP designated supervisor.**